



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
Unit 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

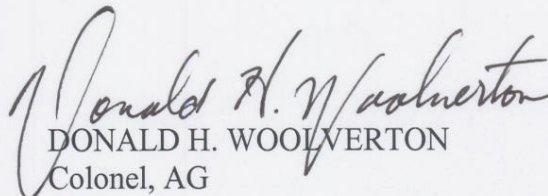
ACSH-C

27 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #21, Training Certificates

1. Training certificates are an important part of the training cycle, providing the Soldier and his supervisors with a written record of specific training. However, not all training requires a training certificate.
2. Training certificates are to be issued only for those classes that meet the following conditions:
 - a. The class must have its Program of Instruction (POI) approved by brigade training. If the POI has already been approved at a higher level, then it must be filed with the brigade training officer prior to the training being conducted.
 - b. The instructor must be a valid subject matter expert.
 - c. Students must be required to perform key tasks to a measurable standard.
 - d. There must be a testing mechanism to ensure course material has been learned/retrained.
 - e. The training must last at least one day (8 hours).
3. Training certificates can be signed by the chief instructor. Certificates submitted for my signature will be forwarded under the unit commander's signature through G-3 training.


DONALD H. WOOLVERTON
Colonel, AG
Commanding

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